

COVID-19: Health and safety risk assessment for the full reopening of Park Primary and Nursery School, Whittlesey

This risk assessment was undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[Guidance for the full reopening of schools in September 2020](#)

[Guidance for food businesses on coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

School name:	Park Lane Primary and Nursery School	Assessment conducted by – name:	Mr Rob Litten		
Covered by this assessment:	Star staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Executive Headteacher		
Assessment date:	06/01/2021	Review interval:	Every two months	Date of next review:	15/02/2021

Note: Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents

Government guidance:

[Guidance for the full reopening of schools in September 2020](#)

[Managing school premises during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for food businesses on coronavirus \(COVID-19\)](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Safe working in education, childcare and children's social care](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
Likely impact	Major: Causes major physical injury, harm or ill-health.	Probable	Possible	Remote		
	Severe: Causes physical injury or illness requiring first aid.	H	M	L		
	Minor: Causes physical or emotional discomfort.	M	L	L		
Area for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further measures required/ comments (including by whom and by when)	In place? (Yes/No)	Residual risk rating (H/M/L)
Net Capacity						
Available capacity of the school is reduced when social distancing guidelines are applied	H	- Agreed number of pupils (50%) who can attend the premises on any given day to enable compliance with social distancing rules. - Class bubbles capped at 20 - Agreed new timetable and arrangements confirmed for each year group. - Arrangements in place to support pupils when not at school with remote learning at home.	y y y y	DFE guidance states 15 per bubble, pupils registered together and taught in smaller parallel group when over 15.		M
Infection control						
Spread of COVID-19 due to poor hygiene control	H	- Reopening in September government guidance will be applied. - Schedule for hand washing for pupils is agreed, taking into account the need to maintain social distancing. (As a minimum, this includes hand washing on arrival at school, before and after eating lunch, each time after using the toilet and on departure from school. Pupils should also wash their hands immediately after coughing or sneezing) - Expectations of hand washing are established for all adults on site. - Hand washing stations have been purchased, where necessary. - Hand washing techniques are taught to all pupils. - Where necessary, pupils are supervised to ensure correct hand washing procedures. - Signage is installed to promote hand washing. - Regular checking of soap dispensers and hand towels within classrooms/toilets is scheduled to ensure supply is maintained throughout the day.	Y	Government guidance recommends that schools reintroduce the requirement to wear school uniform. The recommendation to wash uniform/wear different clothes each day will not apply in September. RL to add to parent/staff handbook by 12.7.20- done		L

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		• Stocks of soap and hand towels are monitored on a daily basis and timely orders placed for replenishment. • Hand sanitiser dispensers are provided around school in key areas (e.g. reception, dining hall, entrances/exits, classrooms). Hand sanitiser is to be used in addition to hand washing procedures. • Disinfectant wipes are readily available in key areas • Signage is in place to remind pupils and adults not to share food, drink or eating utensils. • Workbooks and stationery items are distributed to named pupils. They are labelled and stored separately. • Where possible, soft/fabric toys/resources are removed (permissible in EYFS bubbles) • Pupils will be advised not to bring equipment into school from home or take equipment away. • Materials and resources from different bubbles must not be mixed unless quarantined or cleaned. • As far as practically possible equipment/resources should not be shared by pupils belonging to different bubbles. Where this is not possible, the resources are cleaned and disinfected with products that are safe to use in a school setting (e.g. with soap and water/ disinfectant) before being allocated to pupils in a different bubble. This process must be repeated on every occasion before resources are re-allocated. • A return to work cleaning plan has been agreed with staff and any third-party cleaning contractors. • All cleaning staff have received thorough training and briefing. • Regular cleaning is scheduled throughout the day paying particular attention to frequently touched areas and surfaces, such as toilets, grab-rails in corridors and stairwells, door handles, chairs, desks, shared keyboards, mice and telephones, shared learning resources and toys. • Additional cleaning in communal areas takes place between each group occupancy (chairs and tables wiped) and in any location immediately after lunch has been consumed. • Sufficient bins are located throughout the school and are emptied regularly during the day.				

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		- On-site staff meetings, assemblies and other large gatherings are not permitted. - Signage is in place to deter parents from gathering at the school gate. - Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time and the length of time staff may meet in a communal working space. - Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. - Increased supervision levels for younger pupils support social distancing during lessons and at social times. - Access to toilets is planned and managed to avoid large groups/queues from forming. - Activities that involve shared resources/equipment are permitted with in a bubble, but must be cleaned after use. - Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. - Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 1m from any visitors. Where possible, they are further protected by screens. - Dining area layouts are configured to ensure separation of bubbles and to avoid face to face seating. - Breaks are staggered (where necessary) and designated areas are used by particular groups of pupils during social times (both inside and outside the building). - Pupil behaviour will be reviewed and updated in light of social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required. - Senior management closely monitor compliance with social distancing and adjust procedures where necessary.	Y	Addendum for school behaviour policy to be written by RL and shared with governors for approval by 18.8.20 and parents, pupils and staff by 1.9.20 - not required		
Exposure from others due to: (a) Staff/pupils or their family members with symptoms		- Reopening in September government guidance will be applied. - Staff, pupils and parents have been briefed regarding the NHS Test and Trace and what will happen to their child's bubble if a pupil or child tests positive NHS Test and Trace -	Y	RL to write add Test and Trace positive result protocol to the school reopening handbook for parents and staff by 13.7.20 - done		

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(b) Member of staff or pupil with suspected COVID-19 symptoms in school (c) Staff/pupils or their family members testing positive for COVID-19		<u>if you've been in contact with a person who has coronavirus (COVID-19)</u> - The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. - Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in household has symptoms. - Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional or alerted the government's contact tracing app (if and when implemented). - Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible. - A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. - Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms. (2m distancing should be observed and where this is not possible, they should wear suitable PPE) - Staff and pupil absence related to COVID-19 is monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed. - Arrangements are in place to notify the Trust/Local Authority of any pupils or staff who test positive for COVID-19. - Pupils suspected of having COVID-19 will be sent home until confirmation of a test result is received or completion of isolation period. - All staff and pupils in a 'bubble' will be sent home in the event of a confirmed case to self-isolate for 14 days (families of staff/pupils without symptoms don't need to self-isolate unless the staff member/pupil develops symptoms).	Y			

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Access to /Exit from site		• Arrangements for dropping off and picking up pupils have been reviewed. Staggered arrivals/pick-ups have been scheduled. • Parents to be advised to avoid congregating at the school entrance. • Staff, pupils and parents have been briefed regarding new arrangements, including staggered start/finish times. • Supervision supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrance. • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. • Outside doors are used to access classrooms directly where these are available. • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception where possible. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing.	Y	All updates to be shared with parents, pupils and staff in a revised handbook/guidance on 15.7.20 - done		
Use of school mini bus		• Pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. • Pupils and staff use of hand sanitiser upon boarding and/or disembarking. • Organised queuing and boarding where possible. • Distancing within vehicles wherever possible.	Y			
Extra-curricular activities (coaches, tutors, after school)		• Pupils and staff are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this meets Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak	Y			
Breakfast Clubs and wrap around child care		• Reopening in September government guidance will be applied. • Ideally pupils and staff would keep to the bubbles used during the school day, where this is not be possible, then small, consistent groups will be used.	Y			

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Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection		- Guidance has been issued to designated First Aid staff around need for and how to put on and take off PPE correctly when dealing with a suspect COVID 19 Case. - The need for PPE in some circumstances, such as providing intimate care, will be subject to a thorough individual risk assessment. - Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. - Spill kits are available to be used when cleaning visible bodily fluids produced by a person with coronavirus (COVID-19) to reduce the risk of contamination. - Guidance has been issued regarding the correct disposal of PPE.	Y			
Staff and pupil wellbeing						
Staff and pupils (or close family members), which current evidence suggests, have increased vulnerability to infection or poorer outcomes from COVID-19		- The government guidance for extremely clinically vulnerable and clinically vulnerable staff will be used. - Separate risk assessments have been undertaken for staff and pupils who are clinically vulnerable, or who have family members who are extremely clinically vulnerable and clinically vulnerable. - Appropriate steps have been put in place to support staff who are clinically vulnerable - Appropriate steps have been put in place to support pupils who are clinically vulnerable.	Y			

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Mental health concerns for staff and pupils due to COVID-19		- Wellbeing/mental health issues are discussed with pupils during a daily 1Decision PSHE session and other opportunities. - Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them. - Staff are directed to useful websites and resources that they might find helpful themselves. - Line managers stay in touch regularly with staff and check that they are well. - Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils. - Appropriate work plans are agreed with staff and support is provided where necessary. - Staff working from home help to provide remote learning for any pupils who are not at school. - Staff are considered as individuals and managed accordingly. - Wellbeing and work-life balance are promoted with all staff. - The school has access to trained staff who can deliver counselling and support.	Y			
Operational issues						
Existing site maintenance regimes are not up to date and/or all systems are not operational		- Reopening government guidance will be applied. - All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been re-commissioned before reopening as would have been the case after a long holiday period. - Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. - Pest control is being utilised where necessary. - A health and safety site inspection will take place prior to reopening.	Y			

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Current policies and procedures have not been adapted/updated to take account of COVID-19 impact		- Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. - Fire procedures will return to the pre-closure procedures. An untimed and staged fire drill will take place early in September to help staff and pupils become familiar with the fire escape route and assembly point. - Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point.	Y			
Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		- Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. - In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed.	Y			
Staff shortages due to absence may compromise operational safety		- The health status and availability of every member of staff is regularly updated so that deployment can be planned. - All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. - Sufficient cover/supply staff are available. - Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. - There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.	Y			